

## **MANSFIELD TOWNSHIP COMMITTEE MEETING**

**February 9, 2022**

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Salute to the flag was done by all.

### **PUBLIC PORTION – CONSENT AGENDA ITEMS**

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda Items.

Seeing none, the Public Portion for Consent Agenda Items was closed.

### **CLERK'S REPORT**

In Mrs. Orlando's reported:

Township Facebook Page – is running smoothly. Posted were a tax payment reminder and COVID vaccination info from the County.

Cyber Security – Mrs. Orlando had a Zoom call with Jif for cyber security training. Once log-in is set up, she will have mandatory training for all employees for liability coverage and ransomware.

Employee Files – have been updated with Emergency Contact info

New Copy Machine – Resolution tonight for a new machine. We are on a month-to-month lease with old one that is slow and outdated.

Microphones – Mrs. Orlando will contact the microphone company to get mics to work better.

Department Head Meetings – first one was held. There will be one every other month.

### **FINANCE REPORT**

Mrs. Mollineaux reported:

Scanning – tonight we will authorize the next phase of scanning

Cleaning Services – tonight award a contract to the least expensive cleaning company. Mr. Snyder is for the paperwork and getting employees are being vetted. Will no go forward with the contract until all information is received.

Budget – auditors will start working on the financial statement.

She has one item for closed session.

### **EMPLOYEES' REPORTS**

Mrs. Fascenelli reported:

Electronic, Scrap Metal, Large Rigid Plastic, Mercury Switch Thermostat Recycling Event – November 19,

2022, 8:30 am – 12:30 pm at the DPW. DPW Supervisor is agreeable to that date.

Plastic Bag Ban – info in packet regarding the May 4, 2022 plastic bag ban. Request granted to place on the website.

Calendars – well received from public, asking if we'll have one next year. Ordered 25 more and were gone in four (4) days. Will initially order more next year. Green Team is asking people if they have a nice photo to it send to us.

SWAC Meeting – Mrs. Fascenelli and Mayor Watters attended the Zoom Meeting on February 3, 2022. Soon, they will take ID10 waste material from Warren County. Opening up Cell 7 in the spring. The landfill has a 40-year life span.

## **ENGINEER'S REPORT**

Mr. Quanme submitted a report in his absence.

## **ORDINANCE**

### **First Reading**

#### **AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, VACATING PAPER STREETS KNOWN AS CLEVELAND STREET, NORTH BROAD STREET, AND PORTIONS OF RIDGEWOOD AVENUE AND ORANGE STREET**

**WHEREAS**, there exists in the Township of Mansfield ("Township") paper streets dedicated to the Township known as Cleveland Street, North Broad Street, and portions of Ridgewood Avenue and Orange Street; and

**WHEREAS**, there has been a request to have the Township vacate said streets in accordance with the description set forth in Schedule A, annexed hereto; and

**WHEREAS**, the matter has been referred to the Township Engineer who has recommended that the Township proceed with the vacation since the roadways proposed to be vacated are not needed by the Township for public purposes; and

**WHEREAS**, the Township Committee does hereby determine that the aforementioned streets as set forth in the description attached hereto as Schedule "A" are no longer needed for public purposes; and

**WHEREAS**, N.J.S.A. 40:67-1(b) and -19 authorizes the municipality to release and extinguish the public's rights arising from a dedication of a roadway; and

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

### **SECTION A**

1. The rights of the public and the Township in and to Cleveland Street, North Broad Street and a portion of Ridgewood Avenue and Orange Street as described in the attached Schedule "A" are hereby extinguished and vacated; however, expressly reserved and excepted from vacation are all rights and privileges now possessed by public utilities, as defined in R.S.48:2-13, and by any cable television company, as defined in the "Cable Television Act," P.L.1972, c. 186 (C.48:5A-1 et

- seq.), to maintain, repair and replace their existing facilities in, adjacent to, over or under the street to be vacated.
2. At least one week prior to the time fixed for the consideration of this Ordinance for final passage, a copy thereof, together with a notice of the introduction thereof and the time and place when and where the Ordinance will be further considered for final passage, shall be mailed to every person whose land may be affected by this Ordinance so far as may be ascertained. Said notices shall be mailed by the Township Clerk in accordance with the provisions of N.J.S.A. 40:49-6.
  3. The Township Clerk shall, within sixty (60) days of the effective date of this Ordinance, file a copy of this Ordinance certified by her under the seal of the municipality, to be a true copy thereof, together with proof of publication thereof, in the office of the Clerk of the County of Warren in accordance with the provisions of N.J.S.A. 40:67-21.

**SECTION B**

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION C**

If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

**SECTION D**

This Ordinance shall take effect immediately upon final publication as provided by law.

**CERTIFICATION**

I certify that the foregoing is a true copy of an Ordinance duly adopted by the Township Committee held on this date.

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Monica Orlando, Acting Township Clerk

**Adopted, First Reading:**

**Publication Date:**

**Adopted, Second Reading:**

**Publication Date:**

**SCHEDULE A**

**Attached Description of Cleveland Street, North Broad Street,  
and a portion of Ridgewood Avenue and Orange Street Vacation,  
Township of Mansfield, Warren County, New Jersey**

Mr. Hayes made a motion to approve vacating Cleveland Street, North Broad Street, portion of Ridgewood Avenue and Orange Street with a second reading on February 23, 2022, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino

Abstain: None

**CONSENT AGENDA**

Designation of Star Ledger as an Official Newspaper

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey,  
that:**

THE STAR-LEDGER, One Star Ledger Plaza, Newark, New Jersey 07102 is hereby designated as an Official Newspaper of the Township of Mansfield, County of Warren, State of New Jersey, for all purposes envisaged by statute, either one or both of the above newspapers to be used for the publication of all requisite notices commencing February 9, 2022 and terminating December 31, 2022.

Authorizing new RICE notice procedure

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey,  
that:**

**Whereas;** occasionally the need arises for a Rice notice to be sent to an Employee between Township Committee meetings; and

**Whereas;** presently the Township is required to wait until a Township Committee meeting in order to issue a Rice notice to discuss an employee's performance; and

**Whereas;** the Township Committee wishes to streamline the process so that it is not required to wait

until the next Township Committee meeting to issue a Rice notice;  
**Now therefore be it resolved;** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that an employee may be issued a Rice notice at any time so long as two members of the Township Committee request same.

Authorizing Purchase of Rock Salt

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township of Mansfield wishes to purchase Rock Salt under the Warren County Co-Op; and

**WHEREAS**, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2022 budget for \$ 45,000.00 and the line-item appropriation pending budget adoption to be charged is 2-01-26-291-0000-5210; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**WHEREAS**, it is the recommendation of the Director of Public Works and the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Warren County Co-Op Pricing System.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 through December 31, 2022.

**CHIEF FINANCIAL OFFICER CERTIFICATION**

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available, pending budget adoption for the above referenced purchase in the amount not to exceed \$ 45,000.00. Monies will be made available in the Snow – Road Salt O/E account line item pending budget adoption is # 2-01-26-291-0000-5210 for \$ 45,000.00.

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Donna M. Mollineaux, CMFO

Adopted:

Authorizing Lien Redemption Block 703.02 Lot 25.03

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Tax Collector of the Township of Mansfield has advised the Township Committee that the following properties have been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey this 9th day of February, 2022 that payment is to be made to the certificate holder as noted:

US Bank Cust for Pro Cap 8  
US Bank Corp Trust – TLSG  
50 So. 16<sup>th</sup> Street, STE 2050  
Philadelphia, PA 19102

Block 703.02 Lot 25.03      Certificate # 21-00022      \$ 30,107.62

Total Redemption Proceeds    \$30,107.62  
Total Premium Amounts        \$54,500.00

Authorizing Lien Redemption Various Block and Lots

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Tax Collector of the Township of Mansfield has advised the Committee that the following properties have been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, this 9th day of February, 2022 that payment is to be made to the certificate holder shown below as noted for the liens listed:

Certificate	Block	Lot	Address	Redemption	
				Feb. 9, 2022	Premium
21-00007	Block 1501	Lot 9.48	14 Mountain View	\$ 389.17	\$ 200.00
21-00008	Block 1501	Lot 9.50	1 Redwood Run	\$ 702.03	\$ 200.00
21-00009	Block 1501	Lot 9.51	3 Redwood Run	\$ 702.03	\$ 200.00
21-00010	Block 1501	Lot 9.52	5 Redwood Run	\$ 702.03	\$ 200.00
21-00011	Block 1501	Lot 9.53	7 Redwood Run	\$ 702.03	\$ 200.00
21-00012	Block 1501	Lot 9.54	9 Redwood Run	\$ 702.03	\$ 200.00
21-00013	Block 1501	Lot 9.55	11 Redwood Run	\$ 702.03	\$ 200.00

21-00014	Block 1501	Lot 9.56	13 Redwood Run	\$ 702.03	\$ 200.00
21-00015	Block 1501	Lot 9.57	15 Redwood Run	\$ 702.03	\$ 200.00
21-00016	Block 1501.01	Lot 2	15 Mountain View	\$ 149.14	\$ 200.00
<b>Total Redemption</b>				<b>\$ 6,154.55</b>	
<b>Total Premium</b>					<b>\$2,000.00</b>

**Lien Holder**

Bala Partners, LLC  
PO Box 303  
Pottersville, NJ 07979

Authorizing Phase II Contract with Foveonics Documents Solutions

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township of Mansfield is in need of a company to scan and import images into Cloud Based EDMS (DocumentSync); and

**WHEREAS**, the purchase of goods and services, without advertising for bids, by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and

**WHEREAS**, Foveonics Document Solutions, 99 Grayrock Road, Clinton, New Jersey 08809 has been awarded New Jersey State Contract #65MCECCPS Bid #ESCNJ 16/17-48; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for "Phase 2" with a not to exceed \$ 30,000.00 – account # 2-01-20-110-0000-4128; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, in the County of Warren and State of New Jersey, as follows:

1. The Township of Mansfield hereby authorizes the services from Foveonics Document Solutions, 99 Grayrock Road, Clinton, New Jersey, 08809 under New Jersey State Contract #65MCECCPS Bid #ESCNJ 16/17-48;
2. The total fee for "Phase 2" shall not exceed \$30,000.00.
3. The Mayor, Township Clerk and/or such other officials as is necessary and proper are hereby authorized to execute documents necessary to implement this resolution.
4. A copy of this resolution shall be provided to the Township Chief Financial Officer and to Foveonics Document Solutions for their information and guidance.

This Resolution shall take effect immediately.

Authorizing Execution of Lease/Purchase Agreement for Police Vehicles

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township Committee desires to obtain two (2) 2022 Ford Police Interceptor SUVs, and

**WHEREAS**, these vehicles are essential for the Mansfield Township Police Department to perform police functions; and

**WHEREAS**, the Township of Mansfield desires to lease/purchase said vehicles; and

**WHEREAS**, Beyer Ford of Morristown, New Jersey under ESC Co-op #MCESCCPS-ESCNJ 20/21-19 is the approved vendor to purchase said vehicles from; and

**WHEREAS**, the Chief Financial Officer has certified funds, pending budget adoption, from account number C-04-44-215-0000-0003 in the amount of \$34,268.01 annually;

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, Warren County, State of New Jersey, authorize the procurement of two (2) 2022 Ford Police Interceptor SUVs with a purchase cost not to exceed \$ 93,107.50, and lease purchase terms of 3 annual payments not to exceed \$ 34,268.01.

Authorizing Granting Workmen's Compensation Leave to Employee

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township Committee of the Township of Mansfield finds and declares that Eleanor A. Russell is an employee of the Township of Mansfield; and

**WHEREAS**, the Township Committee further finds and declares that the employee is out of work on paid leave through Workman's Compensation as of February 28, 2022;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield does hereby grant Workman's Compensation to Eleanor A. Russell, during the period of February 28, 2022 through April 1, 2022; and

**BE IT FURTHER RESOLVED**, that the Acting Township Clerk be and is hereby directed to give a copy of this ratified resolution to the Township's CFO for reporting to the proper agencies.

Authorizing Lease of Copier/Scanner/Printer

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township of Mansfield Clerk's office is in need of a replacement copier/scanner/printer; and

**WHEREAS**, the equipment will be replacing outdated equipment in the Township Clerk's office; and

**WHEREAS**, quotes were solicited for this equipment; and

**WHEREAS**, Sharp Business Systems of Montvale, New Jersey is lowest responsible bidder; and

**WHEREAS**, the Township Clerk for the Township of Mansfield recommends the utilization of this contract on the grounds that it is the best means available to obtain the copier/scanner/printer; and

**WHEREAS**, the contract to Sharp Business Systems shall not exceed the amount of \$6,000.00 for the calendar year and \$18,000.00 for the life of the lease; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds, pending budget adoption; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, as follows: The Township of Mansfield hereby authorizes the lease of the copier/scanner/printer from Sharp Business Systems, 100 Paragon Dr, Montvale NJ 07645. The Mayor, Township Clerk and/or such other officials as is necessary and proper are hereby authorized to execute documents necessary to implement this Resolution.

A copy of this resolution shall be provided to the Township Chief Financial Officer and S Sharp Business Systems for their information and guidance.

This Resolution shall take effect immediately.

Authorizing Payment of Municipal Obligations

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and

**WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

PREPAID LIST	
CURRENT	\$119,632.05
CAPITAL	

TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$106.93
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
<b>TOTAL</b>	<b>\$119,739.98</b>

<b>BILLS LIST</b>	
CURRENT	\$1,479,665.42
CAPITAL	
TRUST	\$
DOG	\$1,199.49
RECREATION	\$
OPEN SPACE	
DEV ESCROW	\$2,646.25
UNEMPLOYMENT	\$
TAX PREMIUM	\$56,500.00
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
FORF ASSETS	\$
<b>TOTAL</b>	<b>\$1,540,011.16</b>

Mr. Hayes withdrew from Resolution K. Mrs. Mora Dillon withdrew from Resolution H until after Executive Session.

Mr. Hayes made a motion to approve Resolutions A-G, I, J, L, & M, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: Mr. Farino  
Abstain: None

Authorizing Acceptance of Donated Site Work

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**Whereas;** the Mount Bethel Church property is currently undergoing site work; and

**Whereas;** William Harrington of Harrington Construction has donated time and equipment for site work at Mount Bethel Church;

**Now therefore be it resolved;** that the Township of Mansfield acknowledges and graciously accepts the donation of the site work at Mount Bethel Church by William Harrington.

Mr. Hayes made a motion to approve Resolution K, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None

Absent: Mr. Farino  
Abstain: Mr. Hayes

### **PUBLIC PORTION**

Mayor Watters opened the Public Portion of the meeting for comments.

Michael Misertino, 8 Walter Terrace, asked about the Township taking ownership of the Port Murray Train Station. Asked if a decision has been reached. He stated minutes have not been posted since the fall. Mayor Watters stated a presentation was given by the owner, but no decision has been made. Mr. Misertino stated if the Township takes ownership, we would lose property taxes. He suggested the County or State buy it since there is a loan on the property instead of the Township buying it.

Mr. Misertino also asked about the voting date change for the school budget. Mrs. Mora Dillon stated it doesn't seem to be in our favor. Legislation changed the dates of the election. Mr. Lavery explained unless the legislature is changed, there will be a constant back and forth.

Carol Thompson, 510 Route 57, has not received a response from the Township Engineer regarding the information she sent him. No new violations have been issued for the crushed vehicles and scrap being stored outside the fence. The court date is schedule for February 15, 2022.

Mayor Watters asked for further comment from the public; seeing none, the public portion was closed.

### **EXECUTIVE SESSION**

Mayor Watters announced moving into Executive Session at 8:16 pm.

Mr. Hayes made a motion to go into Executive Session at 8:16 pm, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: None  
Abstain: None

Mr. Lavery stated the Executive Session discussion will include:

- Contractual matter dealing with the cleaning contract
- Professional services matter
- Personnel matter

### **RETURN FROM EXECUTIVE SESSION**

Return from Executive Session at 9:00 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: Mr. Farino  
Abstain: None

Mr. Lavery announced the return from Executive Session at 9:00 pm where they discussed:

- Contractual matter dealing with the cleaning contract – Resolution H
- Professional services contract matter
- Personnel matter dealing with Clerk consulting contract

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Authorizing Award of Contract – KLK

*Be It Resolved,*

**By the Township Committee of Township of Mansfield, County of Warren, New Jersey, that:**

**WHEREAS**, the Township of Mansfield received quotes for the Janitorial Services (the "Project"); and

**WHEREAS**, the Supervisor of Public Works reviewed the quotes and recommended awarding a contract for the Project to KLK Cleaning, who is the lowest qualifying bidder, in the amount not to exceed \$12,000, from January 1, 2022 through December 31, 2022;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, that the appropriate municipal officials be and are hereby authorized to award a contract for 2022 Janitorial Services to KLK Cleaning, for a total cost not to exceed \$12,000.00, from January 1, 2022 through December 31, 2022, subject to all bid specifications and contract documents.

Mayor Watters requested a motion to approve Resolution H. Motion made by Mr. Hayes, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: Mr. Farino  
Abstain: None

Mr. Lavery requested a motion to end the consulting contract with the former Clerk as of February 28, 2022.

Mr. Hayes made a motion to end the consulting contract with the former Clerk as of February 28, 2022, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: Mr. Farino  
Abstain: None

Mr. Lavery suggested a motion to authorize the Police to advertise for a new officer.

Mr. Hayes made a motion to authorize the Police to advertise for a new officer, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Absent: Mr. Farino  
Abstain: None

Mr. Hayes made a motion to adjourn, carried unanimously.

Respectfully submitted,  
Illena Raffaele  
Deputy Clerk/Registrar